

**PY 2019-20 Temporary Staffing Services**

Request for Clarification – Q&A

Posted on Website 3-7-2019

<b>Question</b>		<b>Answer</b>																	
<b>1</b>	Why was the RFP re-issued?	The SFWIB felt it necessary to reissue the RFP to ensure clarity with respects to the benefits requirement. Please note Attachment 13, Benefit Plan Worksheet has been added.																	
<b>2</b>	Can we join the pre-bid conference via telephone or web?	Yes. Dial in information for the Offeror's Conference will be posted on the SFWIB website by March 8, 2019.																	
<b>3</b>	What is the current vacation and sick accrual package provided?	The temporary employees accrue 2 hours of PTO per pay period to cover their approved absences.																	
<b>4</b>	What is the annual budget over the term of the new contract?	The annual budget for PY 2019-20 is estimated at \$1,658,430.00 effective July 1, 2019 through June 30, 2020, with the option to renew for two (2) additional one (1) year periods, in the SFWIB's sole discretion.																	
<b>5</b>	How much was spent on temporary staffing services in 2016, 2017 and 2018 YTD (for the services requested under this RFP)?	2016 – \$881,086.72 2017 – \$1,076,982.00 2018 – \$4,794,015.00 (approximate amounts)																	
<b>6</b>	What is the estimated need of hours per week for temp staff?	40 hours per week.																	
<b>7</b>	Are vendors required to have a local office or will out-of-state vendors be considered?	Yes. Vendors, including out of state vendors must have a local office.																	
<b>8</b>	What is the average turnover rate per each position/how long to assignment last generally?	The estimated average turnover rate per each position is 1 annually. Temporary assignments will vary in duration.																	
<b>9</b>	What is the WC codes/job descriptions of each category?	8810																	
<b>10</b>	Who is responsible for the background and fingerprinting cost?	See RFP, Part VII, Contractual Specifications, section L, Level 2 Background Screening Requirement.																	
<b>11</b>	Who is the current provider and what is and their markup rates for Groups 1, 2, and 3?	<table border="1"> <tr> <td colspan="3">Kelly Services Inc.</td> </tr> <tr> <td>Group 1</td> <td>Group 2</td> <td>Group 3</td> </tr> <tr> <td>30% ACA</td> <td>30% ACA</td> <td>31% ACA</td> </tr> <tr> <td>31 Enhanced</td> <td>31% Enhanced</td> <td>32% Enhanced</td> </tr> <tr> <td>35% Recruiting</td> <td>35% Recruiting</td> <td>35% Recruiting</td> </tr> </table>			Kelly Services Inc.			Group 1	Group 2	Group 3	30% ACA	30% ACA	31% ACA	31 Enhanced	31% Enhanced	32% Enhanced	35% Recruiting	35% Recruiting	35% Recruiting
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<b>12</b>	If the current provider is unsuccessful in renewing their contract, how many current agency employees would be transferred to the payroll of the winning bidder?	Approximately 33 individuals.																	

**13** How many temporary employees will work per job category?

The number of temporary employees per job classification/title will be determined based on operational need and funding. The current breakdown is as follows:

	Carol City Center	Key Largo Center	Key West Center	Miami Beach center	Opa Locka center	CSSF HQ/ Special Projects
Account Clerk						1
Career Advisor	2			1		2
Computer Tech						1
DWG Eligibility Specialist						2
Employer Specialist	1	1		1		
Job Placement Specialist/Placement Specialist	4	1	1	1		
Lead Career Advisor		1				
Program Specialist/Program Specialist 1	2	1	2	1	1	
Workshop Facilitator	1					
Workforce Center Manager	1		1	1		1
Workforce Center Supervisor	0	1				
<b>TOTAL</b>	<b>11</b>	<b>5</b>	<b>4</b>	<b>5</b>	<b>1</b>	<b>7</b>